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6-m-378-51

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Advisor for Management
FROM : Comptroller
SUBJECT: Revision in T/O - Finance Office

DATE: 11 June 1951

1. It is requested that the T/O for the Finance Office be revised as set forth below:

Comptroller's Office

- OK*, a. ^{*Accountant*} Add 1 GS-13, (Fiscal Inspector), (Position formerly GS-11 in Office of Chief, Fiscal Division, Slot No. 51). The transfer of the Fiscal Inspector position from the Fiscal Division to the Office of the Comptroller is requested since it is felt that this position should be under the direction of the Comptroller with the incumbent responsible for conducting inspections and reviews of United States and foreign accounting and budgetary practices and procedures and related fiscal activities involving both vouchered and unvouchered funds to assure compliance with the policies, methods and procedures established by the Agency. The Fiscal Inspector will work closely with the Chiefs of the Budget, Fiscal and Finance Divisions in the formulation of accounting and budgetary methods and procedures for installations in the United States and foreign countries and will conduct inspections of any financial activity as required. Due to the added responsibilities involving both vouchered and unvouchered finance activities an increase from GS-11 to GS-13 is requested. Under a previous organization this position was established at Grade GS-13.

Fiscal Division

- a. Eliminate 1 GS-11 Fiscal Inspector, Slot No. 51, Office of Chief, Fiscal Division, which position is being established in the Comptroller's Office. This action will reduce the T/O of the Fiscal Division from positions.
- b. Reassign positions entitled Payroll Clerk, Slot Nos. thru Office of Chief, Payroll Branch, to the respective sections of the Payroll Branch as indicated below:
- OK* (1) Place Payroll Clerk positions, Slot Nos. in the Payroll Preparation Section of the Payroll Branch.

25X1

25X1

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25X1
25X1

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- 2 -

O.K. (2) Place one (1) Payroll Clerk position, Slot No. 142, in the Retirement and Leave Section, Payroll Branch, and change the title of the position to Retirement Clerk.

(3) Place one (1) Payroll Clerk position, Slot No. 143, in the Payroll Audit Section, Payroll Branch, and change the title to Payroll Audit Clerk. The titles of [] Payroll Clerk positions, Slot Nos. [] thru [] should also be changed to read Payroll Audit Clerk as this is more descriptive of the functions performed in this Section.

2. The above requested changes do not change the total number of positions approved for the Finance Office.

3. Your prompt approval of this request will be appreciated.

Concurrence:
JHP 6/14/51
myt. analysis office

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E. R. SAUNDERS

Note: The classification titles for positions number 143, [] through [] have been approved as Time, Leave and Payroll Clerk, rather than Payroll Audit Clerk, as the verification as audit activities performed by the incumbents of these positions are included, by the Civil Service Commission, in this series.

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